



HRG Memorandum 14-26

To: KEHP Human Resource Generalists (HRGs)

From: Department of Employee Insurance (DEI)

Re: Open Enrollment Update – Critical Timelines

Date: October 23, 2014

Open enrollment ends **October 30, 2014** – one week from today. With implementation of new vendors, it is critical that all deadlines are met so that all of our 285,000 members have insurance coverage and ID Cards in their hands by January 1, 2015 .

We do not have the luxury this year of cleaning up applications and processing into mid-November. Please make note of the following to ensure we meet the **November 8th deadline** to finalize all processing.

- You will receive a Percent Enrolled/Not Enrolled document from us each day starting today. Please review this document to see where your agency is tracking.
- You can then run the HRBEN0073 report to see who has not enrolled. Updated instructions on this report were e-mailed to you last week. Please reach out to these members and remind them to enroll by October 30, 2014.
- We will also send out reminder emails to members not yet enrolled multiple times between now and October 30.
- All paper applications must be sent in IMMEDIATELY to ensure they can be entered into the system. **Do NOT hold paper applications.** Send the following paper applications to DEI:
 - Applications signed past the OE deadline
 - Cross-Reference health and FSA applications; Cross-Reference applications for members with a KRS or KTRS retiree MUST be signed by the KRS or KTRS IC
 - 2014 and 2015 forms for Qualifying events which impact both plan years

Any delays in receiving paper applications or online enrollments will impact the member's coverage in January 2015.

